

From: Norris, Munsel

Sent: Monday, January 08, 2018 02:43 PM

To: eDiscovery, eDiscovery; Cox, John

CC: Tran, Thanh; Robinson, Milton

Subject: RE: Response Needed: Preliminary Search Results for ED\_001544 (FOIA EPA-HQ-2018-001886)

Please proceed.

Thanks,

Munsel Norris

Information Technology Specialist

OECA/OCE/RMS

(202) 564-6659 - office phone

(202) 579-8514 - iphone

From: Zaylor, Emily On Behalf Of eDiscovery, eDiscovery

Sent: Monday, January 08, 2018 9:07 AM

To: eDiscovery, eDiscovery <eDiscovery@epa.gov>; Norris, Munsel <Norris.Munsel@epa.gov>; Cox, John <cox.john@epa.gov>

Cc: Tran, Thanh <tran.thanh@epa.gov>; Robinson, Milton <Robinson.Milton@epa.gov>

Subject: RE: Response Needed: Preliminary Search Results for ED\_001544 (FOIA EPA-HQ-2018-001886)

Good Morning,

Following up on the below to see if we can proceed? Thank you.

Emily Zaylor

Deloitte - eDiscovery Contractor

(202) 566-1545 Office

From: Zaylor, Emily On Behalf Of eDiscovery, eDiscovery

Sent: Friday, December 22, 2017 1:33 PM

To: Norris, Munsel <Norris.Munsel@epa.gov>; Cox, John <cox.john@epa.gov>

Cc: eDiscovery, eDiscovery <eDiscovery@epa.gov>; Tran, Thanh <tran.thanh@epa.gov>; Zaylor, Emily <zaylor.emily@epa.gov>; Robinson, Milton <Robinson.Milton@epa.gov>

Subject: Response Needed: Preliminary Search Results for ED\_001544 (FOIA EPA-HQ-2018-001886)

Munsel and John,

## **Ex. 5 Deliberative Process (DP)**

Brooks, Phillip

Duffy, Rick

Fried, Gregory

Hoyt, Daniel

Kelley, Rosemarie

Kenney, James

Lischinsky, Robert

Messina, Edward

Mia, Marcia

Segall, Martha

Shinkman, Susan

Sorrell, Virginia

Starfield, Lawrence

Sullivan, Tim

Traylor, Patrick

Date Range:

8/2/2016 - 11/21/2017

Key Words:

"0000a Results of the Performance Test"

"0000a Performance Test"

"40 C.F.R. 40 C.F.R. §60.5420a(b) (9) (i) "

"0000a Initial Semiannual Reports"

"40 C.F.R. §60.5422a(b) "

"0000a Semiannual Reports"

"40 C.F.R. §60.5422a(a) "

"0000a Annual Reports"

"40 C.F.R. §60.5420a(b) "

"OOOa Annual Reports of Excess Emissions for Sweetening Units"

"40 C.F.R. §60.5423a(b) "

("new source performance standards for the oil and gas sector Subpart OOOa") AND ("comply" OR "complies" OR "complying" OR "compliant" OR "compliance" OR "deadline" OR "deadlines" OR "delay" OR "delays" OR "delayed" OR "delaying" OR "due" OR "enforce" OR "enforces" OR "enforcing" OR "enforcement" OR "extend" OR "extends" OR "extending" OR "extension" OR "extensions" OR "postpone" OR "postpones" OR "postponed" OR "postponing" OR "postponement" OR "variance" OR "variances")

Please note, YOU MAY NOT BE DONE SEARCHING! Please provide the important information below to all potential custodians, i.e. those individuals who may have potentially responsive documents.

The centralized search is run ONLY in the EPA's Microsoft Office 365 system, and the search results include all item types existing in Office 365, including but not limited to: Outlook email messages, Outlook Contacts, Outlook Meetings, Outlook Notes, Outlook Tasks, IM conversation history (Skype Chats), and loose Documents.

Depending on the request to which you are responding, you may still need to search other sources for potentially responsive information. Other possible sources include Lotus Notes mailboxes or calendars, other Lotus Notes databases, the Enterprise Content Management System (ECMS)[1], the Correspondence Management System (CMS), local or shared computer drives, SharePoint sites, OneDrive, mobile devices (e.g., text messages and photographs, which are unique to the device), thumb drives, discs, paper files, and other locations where potentially responsive information may be found.

According to the Federal Records Act and EPA Policy, all messages sent on a personal messaging account such as a personal email account must be sent to the employee's epa.gov email account at the time of sending, or within 20 days of sending. If an employee has a message potentially responsive to a request that has yet to be transferred to an epa.gov account, the employee must forward that message to the employee's account and provide a copy of the forwarded message to the search lead for the request.

Thank you,

Discovery Service Team

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[1] If a responsive Outlook email message was saved to ECMS using EZ Records and deleted from the user's Outlook account, that document must be retrieved from ECMS.